

Notice for Professional Services

The City and County of Honolulu is looking for qualified business continuity consultant to assist the City in the initial phase of Continuity of Operations Planning. The objective of the project is to introduce the City to the scope and impact of Continuity of Operations Planning, and to assist the City in developing a prioritized list of business functions for further discussion. The expected tasks and output are:

- Provide relevant information to assist in identifying resources and priorities
- Provide documentation, diagrams, information pertinent to disaster recovery/business continuity plan and network environments
- Educate stakeholders on the purpose of Continuity of Operations Planning
- Provide an overview of continuity of operations
- Facilitate discussions and consensus on business processes criticality and exposures
- Review and report on current state of disaster recovery/continuity of operations capability for, at a minimum, the following:
 - Public Safety
 - Infrastructure Support for Public Safety
 - Health Priorities as managed by the City
 - Government and Citizen mobility and communications
 - Other selected City functions as determined by the City.
- Review and report on pertinent documentation and plans
- Develop and deliver a high level road map for next steps

Organizations interested in providing these services must submit the following information for each firm:

1. Name of the firm or person, the principal place of business, and the location of all of its offices.
2. Age of firm and its average number of employees over the past 5 years.
3. Education, training, and qualifications of key members of the firm.
4. List of similar projects demonstrating ability to perform the desired services.
5. Names and phone numbers of up to five clients who may be contacted including at least two of which had similar services rendered during the preceding year.
6. The understanding of the requirements and the methodology.
7. Education, training, and qualifications of the resources that will be assigned to this project.
8. Any promotional or descriptive literature that the firm desires to submit.

Consultants will be evaluated on the following criteria:


1. Experience and professional qualifications relevant to the project.
2. Past performance on projects of similar scope for public agencies or private industries, including corrective actions and other responses to notices of deficiencies
3. Capacity to accomplish work in the required time.
4. Cost effectiveness to the City and County of Honolulu.

Statement of Qualifications from interested parties can be submitted with one original and two copies by **Friday, November 17, 2006**, no later than 4:30 p.m. Hawaii Standard Time, to:

Gordon Bruce
Department of Information Technology
City and County of Honolulu
530 S. King Street
Honolulu, HI 96813

Any inquiries regarding the professional services required should be directed to Cyndy Aylett, Mayor's Review Project Manager, at 808-523-4512.



MARY PATRICIA WATERHOUSE
Director of Budget and Fiscal Services 
By order of MUFI HANNEMANN, MAYOR
City and County of Honolulu

Posted on web: **October 27, 2006**